



City of Raleigh Parks, Recreation, and Cultural Resources English as a Second Language Program Volunteers in General Positions

Volunteers enrich the program by serving as a social and conversational link among participants and potential patrons interested in the overall programming for Raleigh Parks, Recreation and Cultural Resources Department. Volunteers assist staff with planned activities in various settings. You may volunteer by participating as an individual or as part of a group on a one-time or ongoing basis. Activities range from assisting staff at various indoor and outdoor venues to providing information to the general public about Raleigh Parks, Recreation, and Cultural Resources. Duties may include staffing informational booths and working directly with patrons in various interactive activities or assisting staff at special citywide events, festivals, and more. Volunteers are **not** allowed to supervise any children by themselves, nor are they considered in the staff to participants ratio.

Required number of volunteer hours: As needed

General Requirements:

- Comfort working with people from different ethnic, national, cultural, and socio-economic backgrounds
- Patient, good listener, ability to generate enthusiasm for recreational activities; ability to assess and respond to participants' needs, interests, and levels of understanding
- Knowledge of Spanish is helpful but not required
- Interest in activities such as arts and crafts, recreational games, or character education
- Interest in assisting at various special events
- Reliability and ability to work as part of a team

If you are interested in volunteering, please contact:

ESL Program Volunteer Coordinator
Raleigh Parks, Recreation, and Cultural Resources Department
2401 Wade Avenue, Raleigh, NC 27607
Phone: (919) 996-6844 Fax: (919) 831-6470
E-mail: eslvolunteercoordinator@raleighnc.gov





Application Packet for General Volunteers

English as a Second Language Program

**City of Raleigh
Parks, Recreation and Cultural
Resources Department**

English as a Second Language (ESL)

Volunteer Program Information

The City of Raleigh Parks, Recreation and Cultural Resources English as a Second Language Program (ESL) would like to offer you a great opportunity. Eligible volunteers will go through a screening offered through the City of Raleigh ESL program.

To become a volunteer:

- ♦ Fill out the application below
- ♦ Write a letter of intent (or cover letter)
- ♦ Submit a copy of your resume

Send the above materials to:

- ♦ Raleigh Parks, Recreation and Cultural Resources ESL Program office
- ♦ Attention: ESL Volunteer Coordinator
- ♦ Send via email as an attachment to eslvolunteercoordinator@raleighnc.gov or mail to the ESL Program office.
- ♦ Program Office Address: Frank E. Evans Administration Building, English as a Second Language Program, 2401 Wade Avenue, Raleigh, NC, 27607

Once those documents are received, you will be contacted to schedule a screening time. At the screening we will evaluate you on the pre-requisites of the various positions available with the ESL program. Afterwards, if approved to volunteer with the ESL Program you will participate in a City of Raleigh orientation.

NOTE: After the successful completion of the volunteer screening and once you have completed your background clearance form and have been cleared, you will be contacted to let you know if you are eligible to participate in our volunteer program.

City of Raleigh Orientation:

New volunteers will participate in an orientation specific to the position that is available with the ESL program. You will have an opportunity to work directly with participants in various Recreational based settings. The primary goal of our volunteer opportunities is to help our participants enjoy our overall programming; and/or improve life skills if necessary to reach individual goals.

ESL program staff will be coaching you in the various tasks involved with your volunteer position, and will be checking on your progress to see if you need further assistance.

Volunteer Position Description:

- ♦ To be disclosed and depending on the specific program, event or task
- ♦ Assist in promoting our programs around the community

ESL Volunteer prerequisites:

- ♦ You must be at least 18 years old by the first day of your screening. Bring an ID or birth certificate to validate your age. No exceptions.
- ♦ Have a genuine love for helping people and interest in the overall mission of the ESL program
- ♦ English fluency. Second languages such as Spanish or Asian languages are helpful.
- ♦ Comfortable working with people from different ethnic, national, cultural, social-economic backgrounds
- ♦ Patient, be a good listener, be able to generate enthusiasm in the various tasks, activities or other responsibilities or programming needs.
- ♦ Pass a background check with the City of Raleigh (CCBI).
- ♦ Be available for a screening interview with ESL program staff.

Volunteer Obligations:

- ♦ You will be expected to attend and complete the City of Raleigh Orientation before you are allowed to be involved as a volunteer. **This orientation will take place prior to the event/program where you will be assigned.**
- ♦ Complete your volunteer assignment(s) within the required time allotted to you.

Examples of breaking this volunteer agreement include:

Unsatisfactory performance

- ♦ Not attending volunteer meetings and/or actual volunteer site commitment
- ♦ Failure to report to volunteer when scheduled (staff will monitor if you do not show up)
- ♦ Not completing your volunteer commitment
- ♦ Failure to return email/phone communications when contacted regarding your volunteer position.
- ♦ Repetitive tardiness and/or last minute cancellation(s) that you will not be able to fulfill your volunteer commitment

****You will be required to complete your volunteer commitment within the specified time in this agreement. The ESL Volunteer Coordinator or their designee will provide you with a copy of the volunteer meeting dates, times and locations. ****

Raleigh Parks, Recreation and Cultural Resources Department

English as a Second Language Volunteer Agreement

Name: _____ is enrolling in the Raleigh Parks, Recreation and Cultural Resources Department ESL Volunteer program. As a participant in this program, the following commitments are to be seen to completion:

Completion of volunteer orientation course at the City of Raleigh.

Assignment as a volunteer to one of the City of Raleigh community centers or designated non-City of Raleigh locations. He/she would be committed to volunteer a total of _____ for a _____ period.

All volunteer hours must be completed during the first _____ of joining the volunteer program.

Failure to follow through with the above obligations will result in the termination of this volunteer agreement. This would include unsatisfactory volunteer performance once assigned to a community center and/or other location.

Signed _____ Date _____
Volunteer

Participant must be 18 years of age or older to participate in our program.

City of Raleigh Parks, Recreation and Cultural Resources Volunteer Application

(Volunteers must complete the attached background investigation and Park or Program Release & Indemnity Form.)

Please print or type.

Name:			
	Last	First	Middle Initial
Address:		City:	State : Zip:
Phone (home):		(cell):	
Email:		Birthday:	
			Month/Day
Special talents or skills:			
What type of schedule would work for you:			
In case of emergency, notify:			
	Name	Relationship	Phone

Please sign below when you have read and acknowledge the following statements:

I certify that the statements made in this Volunteer Application are true, correct, and given voluntarily. In addition, I understand that this information may be disclosed to any party with legal and proper interest.

I understand that the Raleigh Parks, Recreation and Cultural Resources Department reserves the right to screen volunteers, and the Department will not accept as a volunteer anyone who would jeopardize any aspect of service or the safety of Parks and Recreation customers and staff.

I understand that if I am unable to show up for a scheduled time for any reason, I am to notify my supervisor as soon as possible.

I understand that if I miss my scheduled date and time of service without prior notification, my volunteer opportunity may be terminated by the affected park site/ program supervisor.

I understand that I will not be paid for my services as a volunteer, and I am giving my time freely to the department/division to which I am assigned.

I will also not abuse any information, materials, or hardware I may use or obtain while volunteering.

Applicant Signature: _____ **Date:** _____

*Participant must be at least 18 years of age or older to participate in this program.

Non-Discrimination Policy – The City of Raleigh Parks, Recreation and Cultural Resources Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of services, programs or activities. A participant alleging discrimination on the basis of any of the areas may file a complaint with either the Director of the Raleigh Parks and Recreation or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, DC 20240

RALEIGH PARKS, RECREATION AND CULTURAL RESOURCES DEPARTMENT

RELEASE, COVENANT NOT TO SUE, AND INDEMNITY AGREEMENT

I wish to assist with one or more of the Special Events or Recreation Classes provided through Raleigh Parks, Recreation and Cultural Resources Department to facilitate the event for my enjoyment, and so that my family and other citizens can participate. I agree that class or event access provides a benefit to me and to my family and is adequate consideration for this agreement. I understand that assisting in this activity involves risk of injury. These risks include inclement weather or excessive heat, falling debris, accidents while traveling or from vehicles traveling to or from the event or parking at it, injuries from equipment problems or failures, proximity to vehicles or equipment (including those producing debris or dust), contact with and actions of event participants, event staff or other volunteers, slips/trips/falls, musculoskeletal injuries, harm from contact with sharp objects or tools, contact with chemicals or irritants, exposure to wildlife (including snakes and biting insects), among others. I choose for myself or for my child to assist in this activity despite the risks.

By signing this form, I acknowledge all risks of injury, illness, and death and affirm that I have assumed all responsibility of injury, illness, or death in any way connected with assistance in this activity. I also agree for myself and for any child assisting to follow all rules and procedures that apply to the activity and to follow the reasonable instructions of the City staff and other supervisors of the activity.

In return for the opportunity described above, I agree for myself and for my heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from the City, its employees or its agents for injury, illness, or death resulting from the activity. If I am allowing a child to assist in the activity, I agree that I am a parent, legal guardian, or am otherwise responsible for the child who is assisting, I agree that I will personally supervise the child during the activity, and I release, waive, and discharge any legal rights that I may assert on behalf of the child assisting in this activity. I also agree not to sue the City, its employees, or its agents and agree to indemnify the City for all claims, damages, losses, or expenses, including attorney fees, if a suit is filed concerning an injury, illness, or death to me or to my child resulting from assisting in this activity.

I understand that the City of Raleigh provides no insurance or worker's compensation coverage for me or for my child. I have read this document thoroughly and understand that by signing this form I am waiving legal rights.

Name of Participant: _____

Signature (of parent/legal guardian if under 18): _____

Address: _____

Printed Name of Parent/Legal Guardian: _____

Date signed: _____